

ILLINOIS DEPARTMENT OF LABOR

Equal Opportunity Workforce Division

Licensing Section

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WEBSITE: <http://www.state.il.us/agency/idol>

IN ORDER TO RENEW A NURSE AGENCY LICENSE, THE FOLLOWING IS REQUIRED BY LAW (225 ILCS 510/1-15).	
Failure to renew a license at its expiration date shall cause the agency license to lapse. License may ONLY be reinstated by a new application.	
WHEN TO SUBMIT	A licensee must submit the nurse agency license renewal application at least ninety (90) days prior to the expiration date of the license.
TERM	Each license shall be for a term of one year and shall expire one year from the date of issuance unless the department revokes or suspends the license sooner or the agency changes ownership. A period of suspension does not extend the license for any period of time.
APPLICATION	Please ensure your application is properly completed and signed before you mail it. An incomplete application will delay the issuance of the license.
INSURANCE	Be aware of your insurance expiration date and mail the original certificate of insurance indicating Professional Liability Insurance for your agency in the amounts of \$500,000 per incident and \$1,000,000 aggregate.
LICENSE FEE	A license fee of \$250.00 must be submitted with your application in the form of a certified check, cashier's check or money order made payable to the Illinois Department of Labor. Company and personal checks are not accepted and will be returned, delaying the renewal of your license.
ADDITIONAL LOCATIONS	Submit a separate application for each location owned and managed by the same individual, corporation or partnership.
SUPERVISING NURSE LICENSE VERIFICATION	Enclose a current copy of your Supervising Registered Nurse's license and verification print-out from the Illinois Department of Professional Regulation (IDPR) website. The website address for IDPR is http://www.dpr.state.il.us .